

Comms

RESTRICTED

Security Information

Submitted to DMS 44-29 Apr 52

**NOTICE
NO.**

**SUBJECT: Courier Schedule for Collection and Distribution
of Mail**

1. The function of the receipt and distribution of communications should be so conducted that the documents will reach the appropriate action desk without unnecessary delay. The importance of bearing this in mind both in planning and in conducting operations cannot be too strongly stressed. Here, time is of the essence. In conducting operations a time schedule should be established and adhered to. The attached schedule for the collection and distribution for mail and related material provides an orderly and efficient guide for carrying out this important function.

2. The Central Mail Room is in Que Building and all scheduled courier trips begin and end at this point. For convenience in handling and to expedite the delivery of correspondence, brief case material and package-bulk material are handled separately. Any material which must be transmitted in packages or envelopes larger than the large manila envelopes is considered package-bulk material. Special service will be given in urgent cases but offices should request such service only when absolutely necessary to supplement the regular pick-up and delivery service. In addition, couriers and messengers are not expected to perform errands of a personal nature and offices shall not request them to do so.

WALTER REID WOLF
Deputy Director
(Administration)

Attachment

Distribution No. 3

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